



# Oh, the Things You Can Do with Google Apps!

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*Welcome to this NECC 2009 BYOL session!*

## **Before we begin**

Please log on to your Google account. If you do not have an account yet, please create one.

1. Go to <http://www.google.com>
2. Click on "Sign In"
3. Click on "Create an Account Now"
4. Follow the prompts.

## **Log on to our NING forum**

<http://www.neccning.org/forum/topics/oh-the-things-you-can-do-with>

During our session, I will ask for volunteers who will be willing to share their work. The first one to post on our Ning discussion gets a prize! (The web address has to be accurate.)

**Now take a deep breath and relax.**





# iGoogle

This is your personal web space. You're the only one who can access this particular page. This is NOT a public web page which you create to show others. It is a homepage you can customize by changing the design, lay-out, and gadgets.

## App

### 1. Sign In

While logged on to your Google account, click on iGoogle. If you're on Gmail, click on "Web."

### 2. Move the items around

Click, hold, drag and drop items off to another area on your screen.

### 3. Delete an item

Click on the down arrow on the corner of any box to make changes.

## Next Steps

### 1. Change Theme

Click on Change Theme and find one you prefer.

### 2. Add Stuff

Click on Add Stuff and you'll find gadgets you can add on your iGoogle page. Add a Google Calendar (our next activity.) Type in "calendar" on the search box and select the official Google calendar.

## Ops (Opportunities)

### A Working Homepage

You can put organize your other web activities on one page. Access your Gmail, Facebook, Twitter, and Flickr. Have RSS feeds from your favorite blogs.

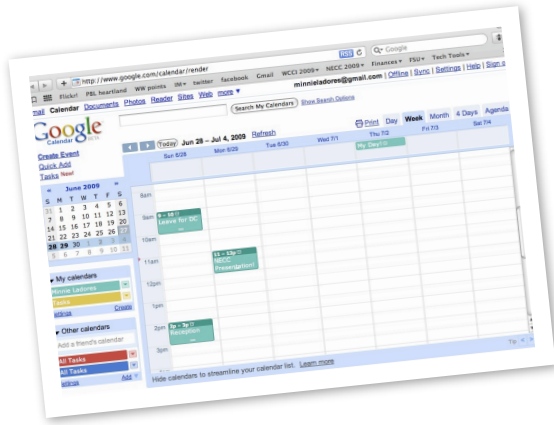
### iGoogle Showcase

Explore celebrity and global leader homepages for gadgets you can use.

Go to <http://www.google.com/help/ig/showcase/>

## Oops!

Don't forget where it is! Bookmark your iGoogle now. Better yet, turn it into your homepage.



# Calendar

No more lost appointment books! Here's one you can access anywhere, anytime. You can set up email reminders for appointments and birthdays, sync it with your iPhone or share your calendar with others.

## App

### 1. Click on Calendar.

If you added the official Google calendar on your iGoogle, click on the Calendar box. Or click CALENDAR on the Google menu.

### 2. Move the items around

Click, hold, drag and drop items off to another area on your screen.

### 3. Delete an item

Click on the down arrow on the corner of any box to make changes.

## Next Steps

### 1. Change Theme

Click on Change Theme and find one you prefer.

### 2. Add Stuff

Click on Add Stuff and you'll find gadgets you can add on your iGoogle page.

Add a Google Calendar (our next activity.) Be sure to select the official Google calendar.

## Ops

### Share your Calendar

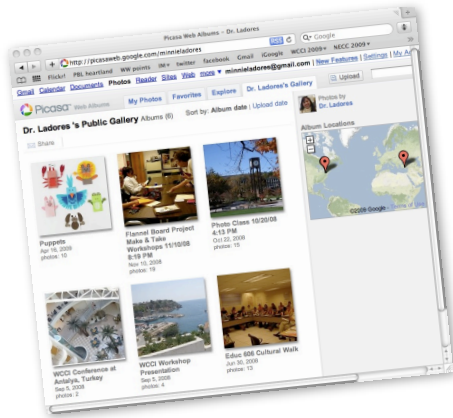
Look for "My Calendar" box located on the left hand side of the screen. Click on Settings. Click on Share this Calendar. Select the settings you want.

### Add a Public Calendar or a Friend's Calendar

Look for "Other Calendars" box located on the left hand side of the screen. Click on ADD and follow the prompts.

### Create a class calendar

You can embed your calendar or a class calendar on a Google site you create.



# Picasa

Create web albums with Picasa. Organize, edit, and share your photos with friends. Create online student portfolios. Picasa albums embed pretty nicely on Google sites.

## App

### 1. Sign In

From the Google menu, click on PHOTOS. Or click MORE on the Google menu, then EVEN MORE. Look for Picasa. Sign in.

### 2. Upload

Click on "Create a New Album" and follow the prompts. Make this one Public. Upload 2-3 photos. (More photos will require more time.)

### 3. Locate Web Address

Look for LINK FOR THIS ALBUM located on the right hand side of the screen. Copy the link and post it on our NING forum discussion board. First one gets a prize!

## Next Steps

### 1. Share

Click on Share to email the link to your friends. Try it out by emailing it to yourself first.

### 2. Add Captions

Click on EDIT and make changes to your album. Click on Edit Captions. Add descriptions and notes to accompany your photos. Use Edit to reorganize your photos, too.

## Ops

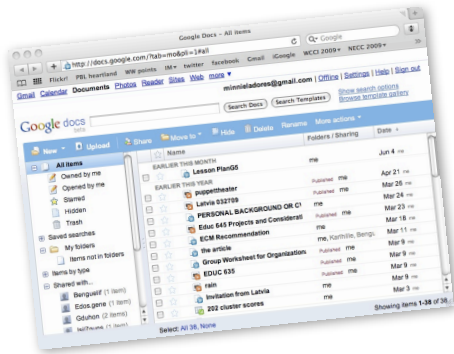
### Student Portfolios

After several computer crashes, Learning Circle School (Philippines) started using Picasa for creating student e-portfolios. Photos of student work and performances are uploaded. Students added write-ups and reflections. The web address were shared with parents. The parents then emailed the link to grandparents and friends, even those abroad!

### Subject-Related Photo Collections

Picasa is ideal for creating sets of photographs you use often in teaching.

***Ooops! Be mindful of copyright laws, confidentiality, security, and privacy issues.***



# Google Docs

Store documents online, create files and presentations when on-the-go, and collaborate with peers using Google Docs.

## App

### 1. Sign In

From the Google menu, click on DOCUMENTS. Or click MORE on the Google menu, then EVEN MORE. Look for Docs. Sign in.

### 2. Upload

Click on UPLOAD and follow the prompts. Take note of the list of types of documents Google Docs can handle. Locate a document you can share.

No document? Create a new one instead. Click on NEW.

### 3. Locate Web Address

Click on SHARE. Select PUBLISH AS WEBPAGE. Publish. Copy the link and post it on our NING discussion board. First one gets a prize!

## Next Steps

### 1. Create New Documents

Create a new word document, presentation or spreadsheet.

### 2. Stop Publishing / Delete

Use the same steps in #3 above to stop publishing a document.

To delete a document, go to your Google docs home, put a check mark on the box before the document you want to delete, then click on the trash can.

## Ops

### 1. Course Web Sites

Make documents easily accessible by posting document links on your web site. Now you don't have to worry about program compatibility!

### 2. Collaborate

Work on projects together by inviting others as collaborators.

### 2. Presentations

Upload a copy of your visuals on Google Docs, in case you meet platform issues on your next presentation.

**Ooops!** Be mindful of copyright laws, confidentiality, security, and privacy issues.



# Google Sites

Store documents online, create files and presentations when on-the-go, and collaborate with peers using Google Docs.

## App

### 1. Sign In

Go to <http://sites.google.com> Sign in.

### 2. Create a New Site

Click on Create a New Site and follow the prompts. You may need to think of a unique name for your site. Try "practice" or "sandbox." Avoid punctuation marks on your title.

Note: Keep your web address as simple to remember as possible.

### 3. Edit Page

Click on Edit Page. Type in text. SAVE changes.

### 4. Share

Post your web address on our NING discussion board. First one gets a prize!

## Next Steps

### 1. Create New Pages

Try out the different types of pages Google offers.

### 2. Edit the Sidebar

### 3. Embed Picasa web albums and YouTube videos.

Explore other things you can do by visiting this page:

<http://sites.google.com/site/onlinetools4teachers/all-things-google/create-web-sites-on-google-site>

## Ops

### 1. Course Web Sites

Make documents easily accessible by posting document links on your web site.

Now you don't have to worry about program compatibility!

### 2. Collaborate

Work on projects together by inviting others as collaborators.

### 2. Presentations

Upload a copy of your visuals on Google Docs, in case you meet platform issues on your next presentation.

**Ooops! Don't worry about making mistakes. But do be mindful of copyright laws.**

# eBlogger



There are several kinds of blogs: personal diaries, academic, journalistic, commercial. Through blogging, teachers share classroom news, ideas, advice, and photos of student achievements to parents and the community. Think of it as an end-of-the week “talk,” your logbook of what’s going on and what you’re thinking.

## App

### 1. Sign In

From the Google menu, click MORE, then EVEN MORE. Look for eBlogger. Sign in.

### 2. Create a Blog

A good blog has a specific purpose. In this session, create your teacher’s blog. Click on Create a Blog. Follow the prompts for naming and selecting a template.

### 3. Start Blogging

Click on Start Blogging. Write a quick entry. Post. Click on VIEW BLOG. Copy the web address and post it on our NING. First one gets a prize!

## Next Steps

### 1. Keep It Up

Post at least one entry a week. I suggest focusing on a topic. Keep your role in mind - a teacher sharing his/her views to colleagues, parents, and the community.

### 2. Share

When you’re comfortable with your blog, share them by sending colleagues and parents your link. You may even want to submit it to Google Spider so it can be googlable!

## Ops Ads

Bloggers earn dollars by posting advertisements on their blogs. Each click by your readers will earn you something. Some have created Amazon stores. To learn more, google *six figure blogging*, *Google Adsense*, and *Amazon Affiliates*.

***Ooops!* A teacher’s blog is public. Be mindful of every item on your site.**



# Next Steps

to a Googlier you!

## Videos

**Google Docs in Plain English** <http://www.youtube.com/watch?v=eRqUE6IHTEA>

**Google Sites Tour** [http://www.youtube.com/watch?v=X\\_KnC2EIS5w](http://www.youtube.com/watch?v=X_KnC2EIS5w)

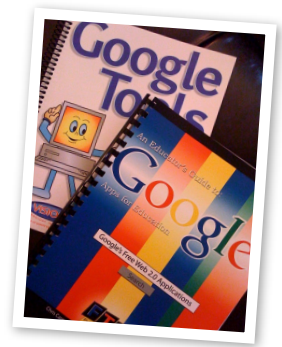
**What is Blogging All About?** <http://www.youtube.com/watch?v=towLtBtvr5w>

## Books

Carey, C., Lien, J., Dragon, M., & Ryan, S. (2007). *Google apps for education*. USA:FTC Publishing.

Jarvis, J. (2009). *What would Google do?* New York, NY: Harper Collins.

Worcester, T. (2009). *Google tools for teaching and learning*. Eugene, OR: Visions Technology.



## Webinars

### ISTE Webinars

Check out ISTE's Professional Development Series

### Minnie's Webinars

Take this post conference survey to get into a free post-conference webinar:

[http://www.surveymonkey.com/s.aspx?sm=NQ8XRANYhDHQJZOjnAJY\\_2fA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=NQ8XRANYhDHQJZOjnAJY_2fA_3d_3d)

Note: We will use GoToMeeting. For best webinar quality, please use a headset.

## Special Topics

### Web Presence

Now that you are blogging and creating web sites, you may want to learn more about professional web presence - its advantages and issues to consider.

### Web Design

Become more informed with design principles. You can begin with the basic concepts of contrast, repetition, alignment and proximity. This will help you design web pages that are logical and appealing. Robin Williams has written a few easy-to-read design books.

## Training

### Google Certified Teacher